



## United States District Court Southern District of West Virginia

# Career Opportunity

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EEO Employer

### POSITION:

Human Resources Technician

### JOB DESCRIPTION:

Individual with broad knowledge of human resources policies, procedures, and standards. Must have experience in performing duties related to benefits administration, recruitment, classification, payroll, workers compensation, personnel action processing, records maintenance, performance management, etc. Skill in the use of automated equipment, including word processing, spreadsheet, presentation, database and other computer-based systems. Ability to research and access information on the Internet. Must possess strong organizational and analytical skills.

### LOCATION:

Charleston, WV

### QUALIFICATIONS:

A qualified candidate is able to adhere to stringent deadlines and demonstrates strong oral and written communication skills and interacts effectively with judges, lawyers, peers, and managers as well as the public and service providers. A bachelor's degree, preferably in human resources, is required. FBI fingerprint check and credit check will be required.

### HOW TO APPLY:

Send cover letter, resume and salary history to:  
Nancy Woodall (Vacancy Announcement 10-CO-04), P.O. Box 2546, Charleston, WV 25329-2546.  
Applications must be postmarked by January 7, 2011. Position open until filled.

